

Appendix I

Sample of Bylaws

1) CAC Guidelines

- Bylaws Checklist
- Bylaws of the Community Advisory Committee
for the Upper Solano County Special Education
Local Planning Area

APPENDIX A

Worksheet 5.

Bylaws Checklist

Bylaws are rules an organization such as a CAC agrees to live by. Bylaws promote smooth and efficient functioning of the committee. Use this worksheet to review your own bylaws. These components are standard with most organizations, but you may want to adapt them to fit your own needs. (An example of a CAC's bylaws is included in Appendix B.)

	We Have This	Need to Revise	Need to Add
ARTICLE:			
NAME of the Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PURPOSE of the Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep CAC legislative mandate in mind while writing your purpose.			
MEMBERSHIP			
1. Eligibility (who may be a member)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Types of membership (voting, nonvoting, active, honorary, student, and so on)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Resignation and reinstatement procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICERS AND EXECUTIVE COMMITTEE			
1. Composition			
• Officers (president, president-elect, vice-presidents, secretary, treasurer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other members (number, how many elected, and how many appointed, ex-officio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Terms of office (how long officers serve)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Nomination and election procedure			
• Nominating committee (method of selection, number of members, when they must present their recommendations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Elections (when held, how conducted, filling vacancies, removal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Duties of the individual members serving as officers (see suggested officer's responsibilities pages 31-32).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



APPENDIX A

Worksheet 5. continued

	We Have This	Need to Revise	Need to Add
COMMITTEES			
1. List standing committees and authorize and add ad hoc committees as deemed necessary by the entire CAC. Usual standing committees are those that must function year round to sustain the organization (e.g., Parent Education, Executive, Local Plan, Communication, Membership, Legislation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appointment method (state that committee chairs serve at the pleasure of the president or are elected by the committee).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Term of office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEMBERSHIP MEETINGS			
1. Regular meetings (number per year, method of notification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Voting (state number for quorum).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Special meeting (specify when they may be called, by whom, and for what purposes, and manner of notification).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Open forum policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Parent issues/concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AMENDMENTS

State how bylaws are amended; number of members needed to pass bylaw changes; amount and type of notice of proposed changes; if voting must be at a meeting or can be done by mail.

A P P E N D I X

BYLAWS



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***Bylaws of the Community Advisory Committee for the
Upper Solano County Special Education Local Planning Area
(Amended May 1989)***

ARTICLE I

Name

1.1 The name of the organization shall be the Community Advisory Committee (CAC) for the Upper Solano County Special Education Local Planning Area.

1.2 The area served by the CAC shall include the following school districts in Solano County:

Office of the Solano County Superintendent of Schools

Benicia Unified School District

Dixon Unified School District

Fairfield-Suisun Unified School District

Travis Unified School District

Vacaville Unified School District

ARTICLE II

Responsibilities

2.1 The CAC shall serve in an advisory capacity to the administration and policy-making body of the SELPA regarding the development of the Comprehensive plan and review of the programs under such plan.

2.2 Make recommendations on annual priorities to be addressed under the plan.

2.3 Assist in parent education regarding special education laws and responsibilities. Recruit parents and other volunteers who may contribute to the implementation of the plan.

2.4 Encourage public involvement in the development and review of the local comprehensive plan.

2.5 Act in support of individuals with exceptional needs.

2.6 Advertise receipt of the evaluation report on SELPA program operations.

2.7 No person may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the membership.

ARTICLE III

Membership

3.1 Composition of the Community Advisory Committee

3.1.1 The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, other parents of pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons connected with the needs of individuals with exceptional needs.

3.1.2 The majority of such committee shall be composed of parents of pupils enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs. The committee shall have at least fifteen (15) but not more than twenty-four (24) members.

3.1.3 Each district is responsible for nominating individuals to serve on this committee as described in the local plan. Each district shall have a maximum of four (4) voting members

3.1.4 The SELPA will appoint an administrative liaison to the CAC. The administrative liaison can serve as a voting member.

3.2 Appointment: Voting members will be nominated to the CAC through their director of special education or through the CAC membership committee. Prior to applying to the CAC, applicant must attend two regular business meetings. Applicants will be approved by the council of superintendents.

3.3 Term of Office: Term of office shall be for a minimum of two (2) years with half of the committee member's terms expiring on alternate years. Chairperson who serves in the second year of his/her term shall continue as past chairperson for an additional year.

3.4 Members Duties and Privileges

3.4.1 Each voting member shall be responsible for attendance at all monthly CAC meetings or shall notify the secretary prior to the CAC meeting.

3.4.2 Members shall support the activities of the CAC on behalf of special education students and programs.

3.4.3 Each member shall be entitled to one (1) vote on each matter that is submitted to a vote of the CAC. Members must be present to vote.

3.5 Termination of Membership: Membership shall terminate for any member who is absent, without due cause, from two (2) consecutive or three (3) business meetings in a school year. Membership may be terminated upon vote of the CAC.

3.6 Resignation: Any member may resign by filing a written resignation with the chairperson or the CAC.



ARTICLE IV

Officers of the CAC

4.1 Executive Committee: The officers shall be a chairperson, vice-chairperson, parliamentarian, and secretary. All officers must be members.

The chairperson shall be a member of all committees, both standing and special. The vice-chairperson will function as chairperson of the Publicity Committee. At least two (2) officers must be parents.

4.2 Election and Term of Office for Chairperson, Vice-Chairperson, Parliamentarian, and Secretary: Officers shall be elected annually and shall serve for a term of one (1) year. An officer may not serve more than two (2) consecutive terms in the same office with the exception of the chairperson, who may serve three (3) consecutive terms.

4.2.1 Elections will be held by secret ballot, unless there is only one (1) candidate for an office, in which case, there may be a voice vote.

4.2.2 Officers terms shall be from June to June, with nominations in May and elections in June.

4.3 Vacancies: The vice-chairperson will assume responsibilities of the chairperson. An election will be held if a vacancy exists for all other offices.

ARTICLE V

CAC Meetings

5.1 Frequency: The committee shall meet monthly during the school year, September through June, inclusive, with the exact dates and times established at the first yearly meeting.

5.2 Meeting Notices: A calendar will be established annually with the business meeting dates and times. Notice of all regular and special meetings shall be in writing. Notices will state the date, time, and location, and shall be mailed to each member not less than five (5) days before said meeting. The notice shall include an agenda of the upcoming meeting and minutes of the past meeting.

Items to be included on the agenda must be submitted to the chairperson or the secretary twenty (20) days prior to the upcoming business meeting.

5.3 Quorum: A quorum shall be seven (7) members with a simple majority for a vote to pass.

5.4 Conduct of Meetings: All regular and special meetings of the CAC shall be conducted in accordance with Roberts Rules of Order, or in accordance with an appropriate adaptation thereof.

5.5 Meeting Records: A copy of the minutes of the CAC meeting shall be sent to the directors of special education and the district superintendents. The local newspaper



will be provided with meeting notices, and, when appropriate, news releases will be submitted to the local papers.

5.6 Special Meetings: Special meetings may be called by the chairperson or by the majority vote of the CAC.

5.7 Open Meetings: Meetings of the committee and of standing or special committees shall be open to the public.

5.8 Committees: All CAC members must sit on at least one (1) committee of the CAC.

5.9 Concerns: Noncompliance/District: All issues of noncompliance must be documented in writing to the CAC outlining the areas in which the district is out of compliance, according to the CAC bylaws, local plan, master plan, or P.L. 94-142.

Noncompliance/Member: No letters or personally presented statements of charges against individuals will be heard by the CAC.

ARTICLE VI

CAC Committees

6.1 The CAC Will Have Four (4) Standing Committees

Local Plan Review and Policy-Making Committee: Will continually review the local plan and receive input from the community regarding the plan. Be involved in developing and amending the local plan. Be part of the triennial state review of compliance (CCR). All parent issues and concerns will go through the Local Plan Review and Policy-Making Committee for their review and recommendations to the Executive Committee or CAC as a whole, for a resolution or action plan.

Parent and Community Education Committee: Will assist in inservice activities and parent education and will encourage parent awareness. Assist in education the community about individuals with disabilities, through newspapers, newsletters, and the media and become involved in community activities relating to persons with exceptional needs.

Program Needs and Priorities/Personnel Development Committee: Shall gather information on programs in the community and the needs of students, parents, teachers, and school personnel. Information gathered will be used to assist in personnel trainings. Give input to the SELPA on program and personnel needs.

Membership and Publicity Committee: Be responsible for recruiting membership that reflects the community that the SELPA serves. Provide CAC orientations packets and application forms to interested persons. Stay in contact with the CAC secretary and directors regarding vacancies, members terms, and role of person needed to fill the vacancy (e.g., parent, teacher). Ensure membership stays within accordance of the CAC bylaws and the California Education Code. Provide newspaper and media with information regarding the CAC and inservice activities. There will be representation from each district serving on this committee.



6.2 Any CAC Member or Member of the Public May Participate on all Committees: Voting shall be reserved to CAC members.

6.3 Special Committees May Be Needed from Time to Time: All special committees must be approved by a quorum of the CAC members.

ARTICLE VII

Amendments

7.1 These Bylaws May Be Amended at Any Regular CAC Business Meeting: Requires a two-thirds (2/3) vote of those present, provided that a written notice has been given to all members at least one (1) week prior to the meeting.

